

SOP and other items for Helena

Lynora Rogstad <LROGSTAD@helenamt.gov>

Thu 8/31/2017 8:15 AM

To: Garcia, Al <garcia.al@epa.gov>;

Cc: Mark Fitzwater <mfitzwater@helenamt.gov>;

The SOP you requested has not been changed since the last audit. You should have that in your file, if not I will send it to you on the 7th when I return to my office.

We have (1) CIU which is Decorative Industrial Plating (DIP)
We have (1) SIU which is Montana Rail Link (MRL)

We have no outside jurisdiction agreements.

We have a budget for the Pretreatment Program separate from Wastewater. I don't have the exact figure in front of me as I am waiting for our budget office to make some personnel changes that will affect the budget number.

The City has (1) Pretreatment Coordinator - Mark Fitzwater
Mark is responsible for the implementation, management, and maintenance of the program. He has (4) operators and a (1) lab tech to conduct inspections and sampling events. Mark's breakdown for time is 30% Pretreatment and 70% Wastewater Treatment.

The City has (1) Administrative Assistant - Lynora Rogstad. I review the permittee self monitoring reports and the influent monitoring results for WW to confirm compliance. Perform administrative duties as assigned by the Pretreatment Coordinator. I am broke down 10% Pretreatment, 40% WW and 50% Water Treatment.

Mark has the inventory in his JobCal program that the operators maintain.

I am trying to locate an electronic file of the sanitary sewer service area. I have a large wall map you can view when you are here if I am unsuccessful.

I am on vacation but will look at my e-mail periodically. If you need immediate assistance, call or text me at 406-202-0395 or Mark at 406-431-9088. I am looking forward to your upcoming visit.